

## DODGE COUNTY BUILDING COMMITTEE MINUTES

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Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

**Date: May 7, 2014**

**Call to order:** The meeting was called to order by Chairman Rodger Mattson at 8:30 a.m. with the following members present: **Rodger Mattson, Chester Caine, Mark Roesch, and Dennis Schmidt**

**Also present:** Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Mary Kay Westimayer, Administrative Secretary; Jim Mielke, County Administrator

Supervisor Mattson welcomed new committee members Mark Roesch and Dennis Schmidt.

The first order of business was the election of officers:

**A motion** was made by Caine and seconded by Schmidt to nominate Supervisor Mattson as Chairman of the committee. Motion carried.

Supervisor Mattson accepted the position as chairman and continued with the election of officers.

**A motion** was made by Mattson and seconded by Roesch to nominate Supervisor Caine as Vice-Chairman of the committee. Motion carried.

**A motion** was made by Mattson and seconded by Caine to nominate Supervisor Schmidt as Secretary of the committee. Motion carried.

It was the consensus of the committee to hold meetings on the first Wednesday of each month at 8:30 am in 1A of the Administration Building. Additional meetings may be scheduled as needed.

**Minutes:** A motion was made by Caine and seconded by Schmidt to approve the minutes of the February 5, 2014 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Russ Freber presented for committee consideration the quote from Kunkel Engineering to prepare a plan for bids on the water heater project at the Detention Facility. Discussion took place explaining that the project would be funded through the jail improvement fund. Funding may also be available from Focus on Energy.

**A motion** was made by Schmidt and seconded by Roesch to hire Kunkel Engineering for the Water Heater project at the Detention Facility. Motion carried.

Russ shared with the committee the plans for beautification of the Administration Building by the Master Gardner's Project. He assured the committee it would not be our responsibility to maintain the plants and would eliminate the need for mowing this area.

**A motion** was made by Schmidt and seconded by Roesch to allow the Master Gardner's to go ahead with their proposed project. Motion carried.

Russ Freber reported on maintenance operations, current projects and consideration for future projects.

The Henry Dodge Office Building is an ongoing project. Russ is gathering information on the cost to either replace or repair the current air conditioning system. The committee agreed that a new system would be more energy efficient and would likely include changes to the exhaust fans and the purchase of backdraft dampers. Russ will make an appointment with an engineer to determine if we are able to make any changes to the air exchangers in this building. This project would be submitted for consideration in next year's budget.

The parking lot lights at the Henry Dodge Office Building are in need of repair or replacement. The committee agreed that there would be an energy savings if we upgraded the existing fixtures to LED lights. The project will be looked at again in August or September to allow time to review the budget and determine if there is enough money available to do the project this year. There may be money available from Focus on Energy for this project as well.

Repairs will be made to the sprinkler system at the Henry Dodge Office Building in order to be in code compliance.

The Henry Dodge Office Building will need repairs made so the water drains properly away from the canopy. The Highway Department will dig the trench needed for the PVC pipe to carry the water to the storm sewer.

Currently the Roofing Project at the Henry Dodge Building is underway. The project includes 2 inches of insulation and rubber ballast. The new roof carries a 30 year warranty. Updates to the Administration Building Roof and the Jail Facility Roof will be put into the 5 year plan.

Parking lots at the County buildings are in need of repair or replacement. The Administration building parking lot will be put into next year's budget. The Henry Dodge Building parking lot and the Airport parking lot will have crack filling and possibly slurry seal done this year. The jail facility parking lot will be put into the 5 year plan.

Russ shared with the committee the interest taken in the sale of the Office Building. Jim Mielke informed the building committee that it was approved to give our business unit the proceeds from the sale of this building. We should know by our next meeting the outcome of the sale.

Russ gave an update on maintenance operations, sharing with the committee that we currently have a Maintenance 2 position open. We received high reviews from the Federal and State level on our jail inspection. A repair to the laminated finishes in the Justice Facility is needed. Russ told the committee if anyone would like a tour of the buildings or a closer look at the projects discussed he would be happy to do so.

**Adjournment:** There being no further business to come before this committee, a motion was made by Caine and seconded by Schmidt to adjourn the meeting at 10:15 a.m. Motion carried.

Respectfully submitted,

  
Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.